

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES:
CHAPTER: Professional Development		AUTHORITY: KRS 15A.065
SUBJECT: Pre-Service Training		
POLICY NUMBER: DJJ 502		
TOTAL PAGES: 2		
EFFECTIVE DATE: 1/17/2017		
APPROVAL: CAREY D. COCKERELL, COMMISSIONER		

I. POLICY

Staff hired or promoted shall be required to complete pre-service training as indicated by job classification, previous job experience, training, or education.

II. APPLICABILITY

This policy and procedures shall apply to Department of Juvenile Justice (DJJ) staff except the Executive Staff.

III. DEFINITIONS

Refer to Chapter 500.

IV. PROCEDURES

- A. The Training Branch shall have oversight for the planning, provision, record-keeping, evaluation, and reporting of pre-service training activities.
- B. Pre-Service training requirements shall be evaluated on an ongoing basis and reviewed annually.
- C. The Training Branch shall develop or coordinate the development of, a Pre-Service Training Plan for a new DJJ staff in specified job classifications within the first thirty (30) days of employment.
 1. The hiring program shall notify the Training Branch Manager through registration of a newly hired youth worker (YW). The Training Branch Manager or designee shall forward the Youth Worker Training Academy (Academy) New Employee Packet to the staff's supervisor, including all relevant information needed for completion.

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2. Special Group Requirements:

- a. Youth Worker: YWs shall be required to attend the Academy and shall be hired to coordinate with the start of a new Academy.
- b. Youth Worker Supervisor (YWS), Youth Services Program Supervisor (YSPS), and Juvenile Facility Superintendent (JFS) I, II, and III: The Division Director or designee shall conduct a review of the trainings completed for each staff hired or promoted into these specific job classifications to determine specific training needs and shall develop a Training Plan for that staff accordingly. The training plan may be comprised of some or all of the Academy, in-service trainings, Governmental Service Center (GSC) courses, or other training. The staff's supervisor shall forward the Training Plan to the Training Branch Manager or designee, including all relevant information needed for completion of the plan.

D. Academy training records shall be maintained in the training record system by the Training Branch. Training records shall be maintained in accordance with Kentucky Department for Libraries and Archives (KDLA) Retention Schedules.

V. MONITORING MECHANISM

The Division Director of Professional Development and Training Branch Manager shall monitor this policy on an annual basis